

B0098 – Time to Process Separations Metrics Report

Job Aid located at:

http://www.osc.nc.gov/training/osctd/help/BI_Reporting/Job%20Aids/B0098TimetoProcessSeparationsBIJobAid.pdf

Goal 3: All separations are processed within 30 days, avoiding unnecessary costs to the state through incorrect payments.

Separations Processing	Separations Processing	Separations Processing
All separations processed within 30 days	All separations processed within 59 days	At least one separation processed after 59 days
Methodology: BI Report compares effective date of employee separation action to the date it was processed to determine whether or not the change was processed retroactively and if so by how many days		
Why It Matters: Timely processing of separations is critical to ensure that the state is not erroneously paying employees after they have separated from state government. Recouping funds that have been incorrectly paid can be difficult and often results in an unnecessary cost to the state.		

*Filter On

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Organizational Unit	+20000000(0ORGU	20000000 State of North Carolina
* Changed On Date(s) (Mandatory)	01/01/2011 - 03/31/2011	01/01/2011 - 03/31/2011

*Standard Report

Organizational Unit	Processed On Time	1 - 29 Days Retro	30 - 59 Days Retro	>59 Days Retro	Total Transactions
► 20000000 State of North Carolina	156	1,289	200	181	1,826

B0098 – Time to Process Separations Metrics Report

<p>*Selection Criteria</p> <div><div>▼ Columns</div><div>▪ Key Figures</div><div>▼ Rows</div><div>▪ Organizational Unit</div></div>	<p>*Additional Selection Criteria</p> <div><div>▼ Free characteristics</div><div>▪ Action Reason</div><div>▪ Action Type</div><div>▪ Effective Date</div><div>▪ Employee</div><div>▪ Employee Group</div><div>▪ Employee Subgroup</div><div>▪ Hourly Pay Indicator</div><div>▪ Personnel Area</div><div>▪ Processed Date</div><div>▪ Valid To</div></div>
---	---

You can use Free Characteristics to add additional data to the report.

- 'Columns' shows the field selections that are displayed on the report.
- 'Free Characteristics' shows the additional field selections that can be dragged and dropped in and out of the report.
- This report lets you view the data based on the time period entered

B0098 – Time to Process Separations Metrics Report

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Separation Categories
ZF	SeparationPayContinuation(NC)	01	Retirement LEO Supplement	Retirement - Voluntary
ZF	SeparationPayContinuation(NC)	02	Reduction-In-Force Severance	Involuntary
ZF	SeparationPayContinuation(NC)	04	Separation ShortTermDisability	Involuntary
ZG	Separation (NC)	01	Better Employment	Voluntary
ZG	Separation (NC)	02	Personal Reasons	Voluntary
ZG	Separation (NC)	03	Involuntary Separation	Involuntary
ZG	Separation (NC)	04	Did Not Report	Exclude
ZG	Separation (NC)	05	Voluntary Resigned W/O Notice	Voluntary
ZG	Separation (NC)	06	Reduction In Force (RIF)	Involuntary
ZG	Separation (NC)	07	No Reason Given	Voluntary
ZG	Separation (NC)	08	Long Term Disability	Involuntary
ZG	Separation (NC)	09	Retirement	Retirement - Voluntary
ZG	Separation (NC)	10	Retirement Disability	Retirement - Voluntary
ZG	Separation (NC)	11	Contract Ended	Involuntary
ZG	Separation (NC)	12	Time-Limited Appt Term	Involuntary
ZG	Separation (NC)	13	Supplemental Appt Term	Involuntary
ZG	Separation (NC)	14	Appointment Ended	Involuntary
ZG	Separation (NC)	15	Not Re-Elected	Involuntary
ZG	Separation (NC)	16	Dismissed-Gross Inefficiency	Involuntary
ZG	Separation (NC)	17	Dismissed-Conduct	Involuntary
ZG	Separation (NC)	18	Dismissed-Unsat Performance	Involuntary
ZG	Separation (NC)	20	Prior to achieving Perm status	Involuntary
ZG	Separation (NC)	21	Pay in lieu of notice	Involuntary
ZG	Separation (NC)	22	Death	Voluntary
ZG	Separation (NC)	23	Other	Voluntary
ZG	Separation (NC)	24	Terminate while on FMLA	Voluntary
ZG	Separation (NC)	25	Beacon to Non-Beacon Agency	Voluntary
ZG	Separation (NC)	26	Cancel Sep Pay Continuation	Exclude
ZG	Separation (NC)	27	Removal From Office - AOC Only	Involuntary
ZG	Separation (NC)	28	RIF Discontinue Service Retire	Retirement - Voluntary
ZG	Separation (NC)	29	Unavailable to work	Involuntary
ZG	Separation (NC)	40	115C Dismissal	Involuntary